



Yeoman 3 & 2

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

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YEOMAN 3 & 2

NAVEDTRA 82613

Prepared by the Naval Education and Training Program Management
Support Activity, Pensacola, Florida

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. You have taken an important step in self-improvement. Keep up the good work.

HOW TO COMPLETE THIS COURSE SUCCESSFULLY

ERRATA! If an errata comes with this course, make all indicated changes or corrections before you start any assignment. Do not change or correct the Training Manual (TRAMAN) or assignments in any other way.

TEXTBOOK ASSIGNMENTS: The TRAMAN for this course is Yeoman 3 & 2, NAVEDTRA 12613. The TRAMAN pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course. Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course. Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

BLACK DOT INFORMATION: Black dots (●) may be used in the text and correspondence course to emphasize important or supplemental information and to highlight instructions for answering certain questions. Read these black dot entries carefully; they will help you answer the questions and understand the material.

SELECTING YOUR ANSWERS: After studying the TRAMAN, you should be ready to answer the questions in the assignment. Read each question carefully, then select the BEST answer. Be sure to select your answer from the subject matter in the TRAMAN. You may refer freely to the TRAMAN and seek advice and information from others on problems that

may arise in the course. However, the answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the same course. Failure to follow these rules can result in suspension from the course and disciplinary action.

SUBMITTING COMPLETED ANSWER SHEETS: Complete all assignments as quickly as possible to derive maximum benefit from the course. As a minimum, you must submit at least one assignment per month. This is a requirement established by the Chief of Naval Education and Training. Failure to meet this requirement could result in disenrollment from the course.

TYPES OF ANSWER SHEETS: If you are a U.S. Navy enlisted member on active duty or a drilling U.S. Naval Reserve enlisted member, you should use the answer sheet attached at the end of this course and follow the instructions in section A below. If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, you should use the Automatic Data Processing (ADP) answer sheets included in the course package and follow the instructions in section B.

A. Manually Scored Answer Sheets

If you are a U.S. Navy enlisted member on active duty or attached to a U.S. Naval Reserve drilling unit, your course will be administered by your local command. You must use the answer sheet designed for manual scoring, NETPMSA form 1430/5, Stock

Ordering Number 0502-LP-216-0100. You may get a supply of the forms from your Educational Services Officer (ESO), or you may reproduce the one in the back of this course booklet. DO NOT USE THIS FORM FOR COURSES ADMINISTERED BY NETPMSA.

Recording Information on the Manually Scored Answer Sheets: As you complete each assignment, submit the completed answer sheet to your ESO for grading. You may submit more than one answer sheet at a time. Remember, you must submit at least one assignment each month.

Grading: Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, the ESO will list the questions you answered incorrectly and give you an answer sheet marked "RESUBMIT." You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should give you credit for this course by making the appropriate entry in your service record.

Student Questions: If you have questions concerning the administration of this course, consult your ESO.

B. ADP Answer Sheets

If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling reserve unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, use the ADP answer sheets provided in your course package. You should use one blank original ADP answer sheet for each assignment. Use only the original ADP answer sheet provided in your course package; NETPMSA will not accept reproductions.

Recording Information on the ADP Answer Sheets: Follow the "MARKING INSTRUCTIONS" on each answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for

your course to be properly processed and for you to receive credit for your work.

As you work the course, be sure to mark your answers in the course booklet because your answer sheets will not be returned to you. When you have completed an assignment, transfer your answer from the course booklet to the answer sheet.

Mailing the Completed ADP Answer Sheets: Upon completing an assignment, mail the completed answer sheet to:

COMMANDING OFFICER
NETPMSA CODE 036
6490 SAUFLEY FIELD RD
PENSACOLA FL 32559-5000

Use envelopes to mail your answer sheets. You must provide your own envelopes or request them from your ESO. You may enclose more than one answer sheet in a single envelope. Remember, regardless of how many answer sheets you submit at a time, NETPMSA should receive at least one assignment a month.

NOTE: DO NOT USE THE COURSE COMMENTS PAGE AS AN ENVELOPE FOR RETURNING ANSWER SHEETS OR OTHER COURSE MATERIALS.

Grading: NETPMSA will grade the answer sheets and notify you by letter concerning your grade for each assignment, your incorrect answers, and your final grade. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, you must rework the assignment. NETPMSA will enclose a new ADP answer sheet in the letter notifying you of the questions you answered incorrectly. You will be required to redo the assignment and resubmit the new answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: When you complete the last assignment, fill out the "Course Completion" form in the back of the course and enclose it with your last answer sheet. NETPMSA will issue you a letter certifying that you satisfactorily completed the course. You should make sure that credit for the course is recorded in your service record. YOU MAY RETAIN THE TEXT.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. This is especially important if you are taking the course for Naval Reserve retirement credit. You must mail your answer sheets at least 60 days before your anniversary date. This will provide you with enough time for delays in the mail or reworking failed assignments. DO NOT MAIL YOUR ASSIGNMENTS TO THE NAVAL RESERVE PERSONNEL COMMAND (NRPC).

Student Questions: Refer questions concerning this course to NETPMSA by mail (use the address on page ii) or by telephone: DSN 922-1366 or commercial (904) 452-1366.

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For the purpose of Naval Reserve retirement, this edition of the course is evaluated at 8.0 points. These points will be credited to you upon your satisfactory completion of the entire course.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. Refer to the Course Completion paragraph under section B. ADP Answer Sheets.

COURSE OBJECTIVES

This course covers material on the following subjects: the Navy Yeoman, official publications and directives, correspondence/message system, processing correspondence/messages, correspondence/message files and disposal, directives issuance system, reports and forms management programs, security, legal, awards, officer distribution control report (ODCR), officer service records, travel, leave procedures, and pay and allowances, and technical administration.

Naval courses may include several types of question--multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. The student can readily identify the type of each question, and the action required, by inspection of the samples given below.

MULTIPLE-CHOICE QUESTION

Each question contains several alternatives, one of which provides the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-1. Who was the first person appointed Secretary of Defense under the National Security Act of 1947?

1. George Marshall
2. James Forrestal
3. Chester Nimitz
4. William Halsey

Indicate in this way on the answer sheet

	1	2	3	4
	T	F		
s-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _

TRUE-FALSE QUESTION

Mark each statement true or false as indicated below. If any part of the statement is false the statement is to be considered false. Make the decision, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-2. All naval officers are authorized to correspond officially with any systems command of the Department of the Navy without their respective commanding officer's endorsement.

1. True
2. False

Indicate in this way on the answer sheet:

	1	2	3	4
	T	F		
s-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _

MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. The task is to select the item in column B which is the best match for the item in column A that is being considered. Items in column B may be used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on the answer sheet.

SAMPLE

In questions s-3 through s-6, match the name of the shipboard officer in column A by selecting from column B the name of the department in which the officer functions. Some responses may be used once, more than once, or not at all.

A. OFFICER

B. DEPARTMENT

Indicate in this way on the answer sheet

- | | | | |
|------|--------------------------|----|------------------------|
| s-3. | Damage Control Assistant | 1. | Operations Department |
| s-4. | CIC Officer | 2. | Engineering Department |
| s-5. | Disbursing Officer | 3. | Supply Department |
| s-6. | Communications Officer | | |

	1	2	3	4
	T	F		
s-3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _
s-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _
s-5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> _ _ _
s-6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _ _ _

ASSIGNMENT 1

Textbook Assignment: "The Navy Yeoman," chapter 1, pages 1-1 through 1-15; and "Official Publications and Directives," chapter 2, pages 2-1 through 2-9.

- | | |
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| <p>1-1. Which of the following statements best defines the Navy's occupational standards (OCCSTDs)?</p> <ol style="list-style-type: none">1. Minimum standards of knowledge only2. Minimum standards of knowledge and skill3. Maximum standards of knowledge only4. Maximum standards of knowledge and skill <p>1-2. Which of the following terms best describes the word Yeoman?</p> <ol style="list-style-type: none">1. A secretary2. An administrator3. An assistant4. A receptionist <p>1-3. During general quarters, which of the following duties might a Yeoman perform?</p> <ol style="list-style-type: none">1. Messenger2. Phone talker3. Status board writer4. Each of the above <p>1-4. Aboard ship, what office is responsible for maintaining the ship's master instructions?</p> <ol style="list-style-type: none">1. Captain's office2. Ship's office3. Operations office4. Weapons office <p>1-5. Who maintains the ship's office?</p> <ol style="list-style-type: none">1. Administrative officer2. Supply officer3. Executive officer4. Operations officer | <p>1-6. The general appearance of an office can be greatly affected by which of the following actions?</p> <ol style="list-style-type: none">1. Working one job at a time2. Sweeping the floor3. Putting things away4. Emptying the trash <p>1-7. Of the following ways to arrange desks in an office, which one is NOT the proper way?</p> <ol style="list-style-type: none">1. Everyone has enough light2. Everyone is in a position to assist customers3. Some individuals have their backs to the reception area4. There is enough space to move around <p>1-8. To qualify for YN3, you must pass a performance test by typing a minimum of how many words per minute?</p> <ol style="list-style-type: none">1. 252. 303. 354. 40 <p>1-9. To qualify for YN2, you must pass a performance test by typing a minimum of how many words per minute?</p> <ol style="list-style-type: none">1. 252. 303. 354. 40 <p>1-10. As a Yeoman, for which two NECs can you qualify?</p> <ol style="list-style-type: none">1. YN-2511 and YN-25142. YN-2512 and YN-25153. YN-2515 and YN-25164. YN-2511 and YN-2512 |
|---|---|

- 1-11. Of the following paygrades, which one is NOT authorized entry into the Legalman rate?
1. E-3
 2. E-4
 3. E-5
 4. E-6
- 1-12. Information on Navy schools may be obtained from which of the following publications?
1. MILPERSMAN
 2. CANTRAC
 3. Advancement Manual
 4. ENLTRANSMAN
- 1-13. What is a Yeoman's most important quality?
1. Voice
 2. Appearance
 3. Attitude
 4. Personality
- 1-14. Taking pride in your appearance and acting militarily correct will improve working relationships.
1. True
 2. False
- 1-15. What is the one trait looked for, required, and even demanded of a Yeoman?
1. Assertiveness
 2. Honesty
 3. Aggressiveness
 4. Intelligence
- 1-16. Of the following ratings, which one is NOT responsible for providing direct service to personnel?
1. HM
 2. BM
 3. YN
 4. PC
- 1-17. The structure of the Navy tends to foster which of the following attitudes in its members?
1. Personal
 2. Impersonal
 3. Positive
 4. Negative
- 1-18. People are people, and you can't change human nature.
1. True
 2. False
- 1-19. Which of the following characteristics is the first thing a customer notices and uses to form an impression?
1. Speech
 2. Mannerisms
 3. Appearance
 4. Attitude
- 1-20. You must serve a customer who is emotionally upset. In these circumstances, what is the best approach to take?
1. Detached and stern
 2. Calm and confident
 3. Enthusiastic and easygoing
 4. Composed and skeptical
- 1-21. You should react to an unpleasant customer in which of the following ways?
1. Keep the contact as impersonal as possible
 2. Concentrate on the problem
 3. Ignore the person's manner and attitude
 4. Each of the above
- 1-22. When you jump to a conclusion, you are actually making a decision based on which of the following factors?
1. Apathy
 2. Rudeness
 3. Misunderstanding
 4. Incomplete information

- 1-23. When a contact point representative reacts adversely to a customer, the representative is most often reacting to which of the following characteristics of the customer?
1. Speech
 2. Attitude
 3. Gestures
 4. Appearance
- 1-24. Assuming that an individual possesses certain characteristics because of ethnic origin defines what term?
1. Jumping to conclusions
 2. Stereotyping
 3. Prejudice
 4. Racism
- 1-25. Which of the following personal characteristics interferes with effective communication?
1. Cultural differences
 2. Physical problems
 3. Speech habits
 4. Each of the above
- 1-26. When a customer is having difficulty understanding, which of the following speech habits should increase understanding?
1. Speaking very quickly
 2. Speaking more distinctly
 3. Speaking in an exaggerated accent
 4. Speaking in the customer's dialect
- 1-27. When a customer requests something that must be denied, expressing your agreement with a customer on current Navy policy could increase which of the following customer reactions?
1. Anger
 2. Irritation
 3. Loss of respect
 4. Resentment or frustration
- 1-28. The duties, responsibilities, authority, distinctions, and relationships of various commands, officials, and individuals are outlined in which of the following publications?
1. Standard Organization and Regulations of the U.S. Navy
 2. Naval Military Personnel Manual
 3. Manual of the Judge Advocate General
 4. United States Navy Regulations
- 1-29. Who is responsible for making changes to U.S. Navy Regulations?
1. Secretary of Defense
 2. Secretary of the Navy
 3. Chief of Naval Operations
 4. Chairman, Joint Chiefs of Staff
- 1-30. What publication issues regulations and guidance governing the conduct of all U.S. Navy members?
1. Manual of the Judge Advocate General
 2. Manual for Courts-Martial
 3. Standard Organization and Regulations of the U.S. Navy
 4. U.S. Navy Regulations
- 1-31. Under the authority of the Military Justice Act, who issued the Manual for Courts-Martial?
1. Secretary of Defense
 2. Secretary of the Navy
 3. Chief of Naval Operations
 4. President of the United States
- 1-32. Information concerning limitations on punishments imposed at NJP is contained in which of the following publications?
1. Corrections Manual
 2. U.S. Navy Regulations
 3. Manual for Courts-Martial
 4. Naval Military Personnel Manual

- 1-33. Instructions regarding the procedures to follow in conducting a board of investigation are contained in which of the following publications?
1. Manual for Courts-Martial
 2. Manual of the Judge Advocate General
 3. U.S. Navy Regulations
 4. Naval Military Personnel Manual
- 1-34. The Naval Military Personnel Manual (MILPERSMAN) is issued under what authority?
1. Manual of the Judge Advocate General
 2. Manual for Courts-Martial
 3. Standard Organization and Regulations of the U.S. Navy
 4. U.S. Navy Regulations
- 1-35. Changes and distribution of the Military Personnel Manual are approved by whom?
1. Secretary of the Navy
 2. Chief of Naval Personnel
 3. Deputy Chief of Naval Personnel
 4. Secretary of Defense
- 1-36. What authority covers the protection of classified information in the U. S. Navy?
1. U.S. Navy Regulations
 2. Navy Correspondence Manual
 3. Naval Military Personnel Manual
 4. OPNAVINST 5510.1
- 1-37. The Information and Personnel Security Program Regulation is issued by whom?
1. Chief of Naval Operations
 2. Director, Naval Intelligence
 3. Director, Naval Criminal Investigative Service
 4. Secretary of the Navy
- 1-38. The Security Manual contains procedures for classifying, marking, and handling of classified information.
1. True
 2. False
- 1-39. The Manual for the Navy Casualty Assistance Calls Program (CACP) is also known as what instruction?
1. JAGINST 1770.1
 2. BUPERSINST 1770.1
 3. NAVMEDCOMINST 1770.1
 4. NAVMILPERSCOMINST 1770.1
- 1-40. What authority publishes the Decedent Affairs Manual?
1. Naval Military Personnel Command
 2. Secretary of the Navy
 3. Bureau of Medicine and Surgery
 4. Chief of Naval Personnel
- 1-41. The Manual of Navy Officer Manpower and Personnel Classifications is issued in how many volumes?
1. One
 2. Two
 3. Three
 4. Four
- 1-42. Which publication contains a lineal list of officer personnel?
1. Navy Register
 2. Officer Transfer Manual
 3. Officer Distribution Control Report
 4. Manual of the Navy Officer Manpower and Personnel Classifications
- 1-43. The U.S. Navy Uniform Regulations is prepared and distributed by whom?
1. Secretary of Defense
 2. Secretary of the Navy
 3. Chief of Naval Personnel
 4. Chief of Naval Operations

- 1-44. The purpose of the Officer Transfer Manual is to improve awareness of distribution procedures and to make the assignment process more efficient.
1. True
 2. False
- 1-45. The Joint Federal Travel Regulations (JFTR) is issued in a total of how many volumes?
1. One
 2. Two
 3. Three
 4. Four
- 1-46. What volume of the JFTR applies to all federal civilian employees?
1. One
 2. Two
 3. Three
 4. Four
- 1-47. The U.S. Navy Travel Instruction (NTI) is issued jointly by which of the following agencies?
1. CNO and Comptroller of the Navy
 2. CNO and COMNAVMILPERSCOM
 3. SECNAV and SECDEF
 4. CNO and SECNAV
- 1-48. What manual is issued for the information, guidance, and compliance of all personnel in the administration of military pay?
1. DODPM
 2. SDSPROMAN
 3. MILPERSMAN
 4. ENLTRANSMAN
- 1-49. What volume of the SDSPROMAN provides details for terminal operation and event reporting?
1. I
 2. II
 3. III
 4. IV
- 1-50. The Passenger Transportation Manual consists of nine chapters. As a YN, you should familiarize yourself with which of the following chapters?
1. Chapter one, two, and three
 2. Chapter two, four, and five
 3. Chapter three, four, and five
 4. Chapter four, five, and six
- 1-51. Of the following manuals, which one provides information on retirement ceremonies?
1. Naval Military Personnel Manual
 2. Enlisted Transfer Manual
 3. Social Usage and Protocol Handbook
 4. Navy and Marine Corps Awards Manual
- 1-52. What authority covers matters pertaining to decorations and medals?
1. Navy and Marine Corps Awards Manual
 2. Navy Social Usage and Protocol Handbook
 3. Naval Military Personnel Manual
 4. U.S. Navy Regulations
- 1-53. What instruction covers the ordering, custody, and disposition of Navywide examinations?
1. BUPERSINST 1430.16
 2. SECNAVINST 5210.11
 3. OPNAVINST 3120.32
 4. OPNAVINST 5510.1
- 1-54. The Navy Standard Subject Identification Codes (SSIC) are used for which of the following purposes?
1. Classifying subjects
 2. Identifying directives
 3. Setting up filing systems
 4. Each of the above

- 1-55. To which of the following publications should you refer to find the proper addressing of mail to an activity of the Department of the Navy?
1. SSIC
 2. SNDL
 3. NAVSO
 4. DODPM
- 1-56. What are the goals of the Records Disposal Act?
1. Preservation of records
 2. Destruction of temporary records
 3. Retirement and transfer of records
 4. All of the above
- 1-57. To what part or table of SECNAVINST 5215.1 should you refer for information on preparation and maintenance of directives?
1. Part I
 2. Part II
 3. Table 1
 4. Table 2
- 1-58. Which of the following instructions ensures that Navy forms provide needed information effectively, efficiently, and economically?
1. SECNAVINST 5212.5
 2. SECNAVINST 5213.10
 3. SECNAVINST 5214.2
 4. SECNAVINST 5215.1
- 1-59. Which of the following instructions sets forth the policy and responsibilities for the management of information requirements of the Department of the Navy?
1. SECNAVINST 5212.5
 2. SECNAVINST 5213.10
 3. SECNAVINST 5214.2
 4. SECNAVINST 5215.1
- 1-60. When new forms and publications are needed, the supply department prepares a DOD Single Line Item Requisition System Document, DD Form 1348.
1. True
 2. False

ASSIGNMENT 2

Textbook Assignment: "Correspondence/Message System," chapter 3, pages 3-1 through 3-29; "Processing Correspondence/Messages," chapter 4, pages 4-1 through 4-7; and "Correspondence/Message Files and Disposal," chapter 5, pages 5-1 through 5-7.

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- | | |
|---|--|
| <p>2-1. How many different types of naval correspondence are there?</p> <ol style="list-style-type: none">1. Five2. Six3. Three4. Four <p>2-2. The command file copy of a naval letter should be made on what color of carbon flimsy?</p> <ol style="list-style-type: none">1. Green2. Yellow3. Pink4. White <p>2-3. Except for the top of letterhead paper and the bottom of the last page, what size margin is required at the top, bottom, and sides of a naval letter?</p> <ol style="list-style-type: none">1. 1 inch2. 1/2 inch3. 3/4 inch4. 1 1/2 inches <p>2-4. You are preparing a standard Navy letter and "In reply refer to" is not printed on the letterhead. In what position should the sender's symbols start?</p> <ol style="list-style-type: none">1. First line below letterhead, 1 inch from the right edge2. First line below letterhead, 1/2 inch from the right edge3. Second line below letterhead, 2 inch from the right edge4. Second line below letterhead, 2 1/2 inches from the right edge | <p>2-5. In which of the following circumstances is it mandatory that a naval letter be serialized?</p> <ol style="list-style-type: none">1. When the letter is addressed outside the command2. When the letter is addressed inside the command3. When the letter contains adverse material4. When the letter contains classified material <p>2-6. On what day should a standard naval letter be dated?</p> <ol style="list-style-type: none">1. Day the letter is prepared in the rough2. Day the letter is prepared in the smooth3. Day the letter is submitted for signature4. Day the letter is signed <p>2-7. In what position on a standard letter should a special postal service designation be typed or stamped?</p> <ol style="list-style-type: none">1. Right margin on the first line below the date2. Right margin on the second line below the date3. Left margin on the first line below the date4. Left margin on the second line below the date <p>2-8. If a standard letter has two "Via" addressees, which of the following number or letter sequence is correct?</p> <ol style="list-style-type: none">1. (a) (b)2. (1) (2)3. a. b.4. 1. 2. |
|---|--|

- 2-9. Usually, the subject line of a letter is about how many words?
1. 10 words or less
 2. 10 words or more
 3. 15 words or less
 4. 15 words or more
- 2-10. Of the following letter configurations, which one is the correct way to identify a reference in the reference line of a standard letter?
1. (A)
 2. (a)
 3. A
 4. a
- 2-11. When an enclosure to a letter is being sent under separate cover, how should it be identified in the enclosure line of the letter?
1. SC
 2. S.C.
 3. (SC)
 4. (sep cover)
- 2-12. The signature page of a letter must contain at least how many lines of text?
1. One
 2. Two
 3. Three
 4. Four
- 2-13. What is the proper placement of the signature information on a standard naval letter?
1. At the center of the page, two lines below the last line of text
 2. At the center of the page, four lines below the last line of text
 3. Ending flush with the right margin, two lines below the last line of text
 4. Ending flush with the left margin, four lines below the last line of text
- 2-14. The page number of a standard letter should be centered at the top of the page 1/2 inch from the top edge.
1. True
 2. False
- 2-15. What type of stationery is used for the first page of a joint letter?
1. Letterhead of the senior originating command
 2. Plain bond
 3. Letterhead of the activity having the greatest interest in the subject
 4. White manifold
- 2-16. Where are the words JOINT LETTER typed?
1. One line above the SSIC information, left margin
 2. One line above the SSIC information, centered
 3. One line below the date
 4. Two lines below the date
- 2-17. When a multiple-address letter is mailed, photocopies of the letterhead copy with signature are authorized.
1. True
 2. False
- 2-18. Same-page endorsements are appropriate in which of the following conditions?
1. A minimum of three lines of endorsement text must appear on the signature page of the basic letter
 2. The basic correspondence and the endorsement must bear the same security classification
 3. The endorsement comments are brief and few or no record copies are required
 4. The originator has requested a reply within 3 working days

- 2-19. What type of paper should be used for a new-page endorsement?
1. Letterhead
 2. Plain bond
 3. White tissue
 4. Yellow tissue
- 2-20. A third "Via" addressee's endorsement should be identified in which of the following ways?
1. ENDORSEMENT THREE
 2. THIRD ENDORSEMENT
 3. ENDORSEMENT (3)
 4. ENDORSEMENT (C)
- 2-21. A basic letter contains three references. You are preparing a first endorsement that contains a reference not mentioned in the basic letter. How should you identify the new reference?
1. (a)
 2. (d)
 3. (1)
 4. (4)
- 2-22. There are four different formats used for memorandums.
1. True
 2. False
- 2-23. Of the following types of memoranda, which one is the most formal?
1. Printed memorandum form
 2. Plain-paper memorandum
 3. Letterhead memorandum
 4. Memorandum for
- 2-24. On a business letter, the address should always be placed on the second line below the date.
1. True
 2. False
- 2-25. In a business letter, which of the following complimentary closings should be used?
1. Sincerely
 2. Yours truly
 3. Truly yours
 4. Sincerely yours
- 2-26. The signature block on a business letter should start how many lines below the complimentary close?
1. Five
 2. Six
 3. Three
 4. Four
- 2-27. In a naval message, which of the following examples is the correct format for a date-time-group?
1. 95FEB28 1030Z
 2. 28FEB95 1030Z
 3. 281030Z FEB 95
 4. 1030Z 28FEB95
- 2-28. A ROUTINE naval message should be processed within a maximum of how many hours?
1. 5
 2. 6
 3. 3
 4. 4
- 2-29. A PRIORITY message should be processed within a maximum of how many hours?
1. 5
 2. 6
 3. 3
 4. 4
- 2-30. An IMMEDIATE message should be processed within a maximum of how many minutes?
1. 10
 2. 20
 3. 30
 4. 40

- 2-31. A FLASH message is processed as fast as possible with an objective of less than how many minutes?
1. 10
 2. 15
 3. 20
 4. 25
- 2-32. Of the following special-handling markings, which one is NOT commonly found in a naval message?
1. SPECAT
 2. LIMDIS
 3. PASS To
 4. PERSONAL FOR
- 2-33. Special delivery instructions should follow which of the following elements of a naval message?
1. TO
 2. FROM
 3. SUBJ
 4. SSIC
- 2-34. For clarity, textual material in a message may be indented a maximum of how many spaces?
1. 10
 2. 15
 3. 20
 4. 25
- 2-35. The authorized message addresses of the various components of the Department of Defense are located in (a) what publication and (b) are updated how many times a year?
1. (a) SNDL, Part 1
(b) once
 2. (a) SNDL, Part 2
(b) twice
 3. (a) MAD
(b) three times
 4. (a) MAD
(b) four times
- 2-36. Who is presumed to be the originator of a naval message?
1. Commanding officer
 2. Administrative officer
 3. Executive officer
 4. Public affairs officer
- 2-37. Of the following individuals, which one actually composes the naval message?
1. Signer
 2. Drafter
 3. Releaser
 4. Originator
- 2-38. When a naval message is prepared, what individual makes sure the drafter has met the requirements of NTP-3?
1. Signer
 2. Drafter
 3. Releaser
 4. Originator
- 2-39. Official mail, when sent through the postal system, is transmitted in an envelope that is metered.
1. True
 2. False
- 2-40. When you type the address on envelopes, you should always make sure you double-space.
1. True
 2. False
- 2-41. Where should the address be positioned on an envelope?
1. Centered up and down, 2 inches from the left edge
 2. Centered up and down, 2 inches from the right edge
 3. One-third the length of the envelope from the left side and halfway down from the top
 4. One-third the length of the envelope from the right side and halfway down from the top

- 2-42. When you type an address on an envelope, what is the maximum number of spaces you may leave between the last letter of the state and the first digit of the ZIP code?
1. Seven
 2. Six
 3. Five
 4. Four
- 2-43. To have a continuous chain of receipts for a letter you are mailing, what class/type of mail service should you use?
1. First class
 2. Registered
 3. Certified
 4. Express
- 2-44. If you are assigned to the Captain's office, you will be handling all the official mail for the ship.
1. True
 2. False
- 2-45. As mail Yeoman, you open an envelope addressed to your ship. Inside you find an inner envelope marked SECRET. What should you do with the inner envelope?
1. Open it and log it in the classified mail log
 2. Deliver it unopened to the executive officer
 3. Deliver it unopened to the security manager
 4. Deliver it unopened to the commanding officer
- 2-46. Action correspondence may be tracked by correspondence control slips.
1. True
 2. False
- 2-47. After the required blocks on a correspondence control slip are filled in, you should then pass it to whom?
1. Mail Yeoman
 2. Office supervisor
 3. Executive officer
 4. Postal clerk
- 2-48. What is the purpose of the second sorting of incoming official mail?
1. To separate congressional mail from priority mail
 2. To separate routine mail from nonroutine mail
 3. To determine who is receiving official mail
 4. To facilitate logging of all incoming mail
- 2-49. A mail control form may be used for which of the following additional purpose?
1. As a mail log
 2. As a follow-up record
 3. As a cross-reference sheet
 4. Each of the above
- 2-50. When a number of letters are addressed to the same activity, they should be sent in the same envelope.
1. True
 2. False
- 2-51. What is the quickest form of written communications in the Navy?
1. E-mail
 2. Message
 3. Memorandum
 4. Naval letter

- 2-52. In regard to centralized and decentralized files, you would most likely keep what type (a) on a destroyer and (b) at a large shore command?
1. (a) Centralized
(b) decentralized
 2. (a) Decentralized
(b) centralized
 3. (a) Centralized
(b) centralized
 4. (a) Decentralized
(b) decentralized
- 2-53. Control and responsibility for filing systems are assigned to one or two YNs.
1. True
 2. False
- 2-54. In decentralized filing systems, should uniform filing practices be followed? If so, who is responsible?
1. Yes; the office supervisor
 2. Yes; the YN who opens the mail
 3. Yes; the division leading chief
 4. No
- 2-55. Of the following size documents, which one does NOT require a specialized file cabinet?
1. 8 1/2 X 11
 2. 10 1/2 x 13
 3. 11 x 14
 4. 12 x 14
- 2-56. Standard file folders are available in a total of how many sizes?
1. One
 2. Two
 3. Three
 4. Four
- 2-57. Of the following types of folders, which one spaces the labels across the drawer so that a label will not be hidden by the folder in front of it?
1. One cut
 2. Straight cut
 3. One-third cut
 4. Two-third cut
- 2-58. A Navy letter carries a subject identification number of 8510. What is the major subject group of this letter?
1. Logistics
 2. General material
 3. Ordnance material
 4. Operations and readiness
- 2-59. Of the following subject identification codes, which one pertains to civilian personnel?
1. 5000
 2. 8000
 3. 10000
 4. 12000
- 2-60. A document should be cross-referenced under which of the following circumstances?
1. When it contains more than one subject
 2. When two or more subject codes are used within the document
 3. When enclosures are separated from the basic correspondence
 4. Each of the above
- 2-61. If a document is to be removed from a file, it must be accounted for and the identity of the person holding it must be recorded.
1. True
 2. False

- 2-62. On a chargeout record, you should show which of the following information?
1. Identification of the material removed
 2. Name and location of the person borrowing it
 3. Date that the material was removed
 4. All of the above
- 2-63. When files are not efficiently managed, it can result in lost time and reduced effectiveness.
1. True
 2. False
- 2-64. Messages are filed in which of the following ways?
1. By SSIC
 2. By subject
 3. By originator
 4. Numerically in DTG order
- 2-65. Messages are usually destroyed how many days after the release date?
1. 30
 2. 45
 3. 60
 4. 90
- 2-66. Because of their importance, what authority governs the disposition of your files?
1. Congress
 2. Secretary of Defense
 3. Secretary of the Navy
 4. Chief of Naval Operations
- 2-67. Instructions that schedule the destruction of Navy records are issued by whom?
1. Secretary of Defense
 2. Secretary of the Navy
 3. Chief of Naval Operations
 4. Commander, Naval Military Personnel Command
- 2-68. What term identifies all written material, documents, publications, charts, and messages addressed to or sent from a command?
1. Official record
 2. Official journal
 3. Official register
 4. Official correspondence
- 2-69. What authority governs the general procedures pertaining to disposal of federal government records?
1. Congress
 2. National Archives
 3. Secretary of the Navy
 4. General Services Administration
- 2-70. What article of Navy Regulations prohibits withdrawal or destruction of official records without proper authority?
1. 1126
 2. 1127
 3. 1128
 4. 1129
- 2-71. While at sea, unclassified and classified records should be destroyed by burning.
1. True
 2. False
- 2-72. What form is used to forward retention material to a federal records center?
1. Chargeout record
 2. Transmittal sheet
 3. Cross-reference sheet
 4. Records transmittal and receipt

ASSIGNMENT 3

Textbook Assignment: "Directives Issuance System," chapter 6, pages 6-1 through 6-11;
"Reports and Forms Management Programs," chapter 7, pages 7-1
through 7-10.

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| <p>3-1. What instruction covers the Navy's Directives Issuance System?</p> <ol style="list-style-type: none">1. SECNAVINST 5213.12. SECNAVINST 5214.13. SECNAVINST 5215.14. SECNAVINST 5216.1 | <p>3-6. On a notice, cancellation determinations are indicated at the top-right corner in which of the following ways?</p> <ol style="list-style-type: none">1. Canc:2. Canc FRP:3. Canc frp:4. CANC FRP: |
| <p>3-2. An instruction, notice, or change transmittal is best described by which of the following terms?</p> <ol style="list-style-type: none">1. Order2. Directive3. Formal letter4. Formal memorandum | <p>3-7. A change transmittal describes the nature of the changes and gives directions for making them.</p> <ol style="list-style-type: none">1. True2. False |
| <p>3-3. Information that is essential to the effective administration or operation of activities can best be described by which of the following terms?</p> <ol style="list-style-type: none">1. Notice2. Directive3. Instruction4. Change transmittal | <p>3-8. Which of the following means should be used to verify the completeness and accuracy of a master set of instructions?</p> <ol style="list-style-type: none">1. Checklist2. Distribution list3. Cross-reference sheet4. Weekly transmittal sheet |
| <p>3-4. An instruction remains in effect until superseded or otherwise canceled by whom?</p> <ol style="list-style-type: none">1. The drafter2. The originator3. The directives control point4. The directives control officer | <p>3-9. A directive issued by one authority in conjunction with one or more other authorities is known by which of the following terms?</p> <ol style="list-style-type: none">1. Multiple addressee directive2. Message-type directive3. Letter-type directive4. Joint directive |
| <p>3-5. Usually, a notice will remain in effect for how long?</p> <ol style="list-style-type: none">1. Less than 3 months but not longer than 6 months2. Less than 6 months but not longer than 12 months3. Less than 9 months but not longer than 18 months4. Less than 12 months but not longer than 18 months | <p>3-10. A page change to an instruction or notice is issued by which of the following means?</p> <ol style="list-style-type: none">1. Revision2. Change transmittal3. Weekly transmittal sheet4. Special distribution list |

- 3-11. What authority makes the initial distribution of directives to all ships and stations?
1. Secretary of the Navy
 2. Chief of Naval Operations
 3. Navy Publications and Printing Service
 4. Naval Military Personnel Command
- 3-12. What authority administers the Directives Issuance System?
1. Secretary of the Navy
 2. Chief of Naval Operations
 3. Bureau of Naval Personnel
 4. Naval Military Personnel Command
- 3-13. The official by whose authority and under whose title a directive is issued is known as the
1. drafter
 2. issuing authority
 3. commanding officer
 4. directives control officer
- 3-14. How often should an issuing authority conduct a review of organizational directives?
1. Monthly
 2. Quarterly
 3. Semiannually
 4. Annually
- 3-15. Which of the following is a function of a command directives control point?
1. Analyze directives
 2. Evaluate the system's operations
 3. Make recommendations for improvements
 4. Each of the above
- 3-16. Aboard ship, who is usually the directives control point?
1. Executive Officer
 2. Personnel Officer
 3. Administrative Officer
 4. Ship's secretary
- 3-17. At a shore activity, who is usually the directives control point?
1. Commanding officer
 2. Executive officer
 3. Administrative officer
 4. Administrative supervisor
- 3-18. For classified directives, the control point maintains locator cross-reference sheets.
1. True
 2. False
- 3-19. Official case files are filed in which of the following ways?
1. By date
 2. By SSIC
 3. By subject
 4. By originator code
- 3-20. Of the following items, which one is NOT placed in the official case folder for a directive?
1. Signature copy
 2. Double-spaced rough
 3. Cross-reference sheet
 4. Revision of the basic instruction
- 3-21. Instructions received by your command should be filed in what order?
1. Issuing authority, consecutive number, and SSIC
 2. Consecutive number, SSIC, and issuing authority
 3. SSIC, issuing authority, and consecutive number
 4. SSIC, consecutive number, and issuing authority
- 3-22. An instruction that has been temporarily loaned out should usually be returned within how many days?
1. 5
 2. 7
 3. 3
 4. 10

- 3-23. Of the following notations, which one should be used to enter a change on the first page of a directive?
1. Change 1
 2. Ch: One
 3. CH: 1
 4. Ch-1
- 3-24. Which of the following instructions gives direction for an effective reports management program?
1. SECNAVINST 5213.2
 2. SECNAVINST 5214.2
 3. SECNAVINST 5215.2
 4. SECNAVINST 5216.2
- 3-25. A single office with each Navy command should be designated as the reports control point.
1. True
 2. False
- 3-26. At a shore command, who is normally the reports control manager?
1. Administrative officer
 2. Executive assistant
 3. Executive officer
 4. Senior Yeoman
- 3-27. A report should be reviewed by the report originator 30 days before the fourth anniversary of the issuance date of the report.
1. True
 2. False
- 3-28. Reports not approved for extension are automatically canceled on the third anniversary date.
1. True
 2. False
- 3-29. If an information requirement should be canceled, what method is used to cancel the requirement?
1. Notice transmittal
 2. Change transmittal
 3. Instruction format
 4. Standard letter format
- 3-30. If an information requirement remains valid, a change transmittal should be submitted within (a) how many days before the expiration date and (b) should extend the approved period for a maximum of how many years?
1. (a) 30 (b) 3
 2. (a) 30 (b) 5
 3. (a) 60 (b) 3
 4. (a) 60 (b) 5
- 3-31. Which of the following frequency requirements for reports should be used when an event occurs or a condition changes?
1. As required reports
 2. Situation reports
 3. Recurring reports
 4. One-time reports
- 3-32. Information that is collected, stored, retrieved, and submitted when requested defines what type of report?
1. As required report
 2. Status report
 3. One-time report
 4. Recurring report
- 3-33. A report that conveys essentially the same type of information at prescribed intervals is known as what type of report?
1. Status report
 2. Revised report
 3. Recurring report
 4. As required report
- 3-34. A report that is not subject to documentation and symbolization procedures is known as what type of report?
1. Exempt reports
 2. Internal reports
 3. Licensed reports
 4. Computer generated reports

- 3-35. Who maintains the inventory of recurring reports at an activity?
1. Forms manager
 2. Reports control manager
 3. Administrative assistant
 4. Directives control officer
- 3-36. An annual review of a report may be combined with the annual review of the command directive used as the basis for the report.
1. True
 2. False
- 3-37. To ensure that obsolete files are removed from case files, reports should be routed through whom?
1. Forms manager
 2. Security manager
 3. Ship's secretary
 4. Senior Yeoman
- 3-38. How often should the reports control officer publish and distribute a revised list of current and canceled reports?
1. Monthly
 2. Quarterly
 3. Semiannually
 4. Annually
- 3-39. To be an effective aid, how often should a report tickler file be checked?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 3-40. Forms are vital to the effective management of your command because they provide information for which of the following purposes?
1. Formulating policy
 2. Controlling operations
 3. Movement of materials
 4. Each of the above
- 3-41. Who develops and coordinates the overall forms management program within the Navy?
1. Secretary of the Navy
 2. Chief of Naval Operations
 3. Secretary of Defense
 4. Chief, Bureau of Naval Personnel
- 3-42. Each command is responsible for establishing and maintaining a forms management program.
1. True
 2. False
- 3-43. What is the first step in establishing a form management system within an activity?
1. Design new forms
 2. Cancel all forms in use
 3. Review forms for duplication
 4. Issue a directive that states the objective of the function
- 3-44. The number and complexity of the forms and procedures in an activity should have no bearing on the number of personnel assigned to the forms management function.
1. True
 2. False
- 3-45. A forms management office should take which of the following actions as a first step in the operation of a forms management office?
1. Design new forms
 2. Collect copies of all forms
 3. Review forms for duplication
 4. Cancel all local forms in use
- 3-46. Which of the following steps apply to the continuing effort to keep forms and procedures up-to-date?
1. Obtain and analyze the facts
 2. Evaluate and develop solutions
 3. Install solutions and follow up
 4. All of the above

- 3-47. When the forms control file is established, what information should be written on the copies of the forms that have been collected?
1. Name of the person who designed the form
 2. Name of the office using the form
 3. How often the form is used
 4. How many copies are prepared
- 3-48. Which of the following items should be included on the label of a local form folder?
1. Title of form
 2. Consecutive number
 3. Originator's abbreviation
 4. All of the above
- 3-49. Your efforts to consolidate related information should always result in the use of one single form to serve a variety of purposes or functions.
1. True
 2. False
- 3-50. When a form becomes obsolete or is replaced, what should be the disposition of the form folder?
1. Destroy it because it has served its purpose
 2. Transfer it to a separate file , with the reason discontinued
 3. File it in the folder with the form that replaced it
 4. Leave it in the SSIC file

ASSIGNMENT 4

Textbook Assignment: "Security," chapter 8, pages 8-1 through 8-11; "Legal," chapter 9, pages 9-1 through 9-15.

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| <p>4-1. The initial determination of a person's loyalty, reliability, and trustworthiness is based on what investigation or check?</p> <ol style="list-style-type: none">1. BI2. NAC3. SBI4. PSI | <p>4-6. Which of the following checks is NOT made during a standard BI?</p> <ol style="list-style-type: none">1. Subject interview2. Command interview3. Inquiries of local agencies4. Employment and credit history |
| <p>4-2. Of the following categories, which one is NOT included in a personnel security investigation (PSI)?</p> <ol style="list-style-type: none">1. ENTNAC2. NAC3. SBI4. BI | <p>4-7. With reference to a BI, no investigation should extend further back than the subject's 18th birthday.</p> <ol style="list-style-type: none">1. True2. False |
| <p>4-3. Which of the following agencies conducts the NAC?</p> <ol style="list-style-type: none">1. OPNAV2. DIS3. DCII4. FBI | <p>4-8. Step-by-step instructions for completion of documents required for a BI are contained in what chapter of the Security Manual?</p> <ol style="list-style-type: none">1. 182. 193. 204. 21 |
| <p>4-4. A person who enters military service undergoes which of the following agency checks?</p> <ol style="list-style-type: none">1. BI2. SBI3. NAC4. ENTNAC | <p>4-9. A special background investigation (SBI) is conducted only when specifically required by whom?</p> <ol style="list-style-type: none">1. CNO2. BUPERS3. NAVPERS4. CHNAVPERS |
| <p>4-5. Which of the following documents is/are required to process an NAC?</p> <ol style="list-style-type: none">1. Personnel Security Questionnaire (DD 398-2)2. Applicant Fingerprint Card (FD 258)3. Both 1 and 2 above4. Request for Personnel Security Investigation (DD 1879) | <p>4-10. A periodic reinvestigation (PR) determines a subject's continued eligibility for access to classified information.</p> <ol style="list-style-type: none">1. True2. False |
| | <p>4-11. Which of the following checks may be used as the investigative basis for a Top Secret clearance?</p> <ol style="list-style-type: none">1. BI2. PR3. SBI4. Each of the above |

- 4-12. The investigative requirements for the personnel reliability program (PRP) are based on which of the following factors of the position?
1. Knowledge
 2. Location
 3. Paygrade
 4. Sensitivity
- 4-13. What authority is authorized to grant, deny, or revoke security clearances for all Department of the Navy personnel?
1. OPNAV
 2. SECNAV
 3. BUPERS
 4. DONCAF
- 4-14. Of the following methods that could be used to notify a command of a favorable security clearance, which one should DONCAF NOT use?
1. Letter
 2. Message
 3. Secure telephone
 4. Manpower Management System
- 4-15. Normally, interim clearances are granted for a maximum of how many days?
1. 90
 2. 120
 3. 180
 4. 240
- 4-16. Which of the following forms is used to request security determinations from DONCAF?
1. Personnel Security Action Request
 2. Record of Investigation, Clearance, and Access
 3. Classified Information Nondisclosure Agreement
 4. Request for Personnel Security Investigation
- 4-17. Which of the following forms is used to record a clearance granted by DONCAF?
1. OPNAV 5510/10
 2. OPNAV 5520/20
 3. OPNAV 5510/20
 4. OPNAV 5520/30
- 4-18. Of the following individuals, which one is NOT authorized to witness the execution of the Classified Information Nondisclosure Agreement?
1. Commanding officer
 2. Executive officer
 3. Security manager
 4. Leading Yeoman
- 4-19. Which of the following is not a category of classification?
1. For Official Use Only
 2. Confidential
 3. Top Secret
 4. Secret
- 4-20. The disclosure of information that could cause exceptionally grave damage to national security should carry what classification?
1. Secret
 2. Top Secret
 3. Confidential
- 4-21. The disclosure of information that could cause serious damage to national security should carry what classification?
1. Secret
 2. Top Secret
 3. Confidential
- 4-22. The disclosure of information that could cause identifiable damage to national security should carry what classification?
1. Secret
 2. Top Secret
 3. Confidential

- 4-23. Who is responsible for controlling the dissemination of classified material within the command?
1. Command Security Manager
 2. Administrative officer
 3. Executive officer
 4. Commanding officer
- 4-24. Who is delegated the responsibility to ensure personnel are instructed on prevention of unauthorized disclosure of classified information?
1. Command Security Manager
 2. Administrative officer
 3. Commanding officer
 4. Executive officer
- 4-25. Top Secret documents cannot be reproduced without the permission of which of the following authorities?
1. Department head
 2. Security manager
 3. Commanding officer
 4. Issuing or higher authority
- 4-26. After a Top Secret document has been transferred, downgraded or destroyed, the record of disclosure should be maintained for how many years?
1. 1
 2. 2
 3. 3
 4. 5
- 4-27. There is no requirement to maintain records of receipts, distribution, or disposition on which of the following types of classified material?
1. Secret
 2. Top Secret
 3. Confidential
- 4-28. Which of the following instructions prescribes that classified correspondence be serially numbered by the originator for each calendar year?
1. SECNAVINST 5215.1
 2. SECNAVINST 5216.5
 3. OPNAVINST 5215.1
 4. OPNAVINST 5216.5
- 4-29. At least how many times must the upper and lower sections of a fabric typewriter ribbon be cycled before it can be treated as unclassified?
1. Five
 2. Seven
 3. Three
 4. Nine
- 4-30. A system of security checks at the close of each working day must be instituted to make sure that classified material held by a command is properly protected.
1. True
 2. False
- 4-31. Which of the following classes of classified material should not be mailed?
1. Secret
 2. Top Secret
 3. Confidential
- 4-32. Receipts for classified material should be maintained for a minimum of how many years?
1. 1
 2. 2
 3. 3
 4. 4
- 4-33. Whenever classified material is transmitted, it should be enclosed in two opaque, sealed envelopes.
1. True
 2. False

- 4-34. How many officials are required to witness the destruction of Top Secret and Secret material?
1. One
 2. Two
 3. Three
 4. Four
- 4-35. The basic laws of NJP may be found in what section of the Manual for Courts-Martial?
1. Part I
 2. Part II
 3. Part III
 4. Part V
- 4-36. Which of the following statements is correct concerning NJP?
1. It is a forum for command members to air grievances
 2. The legal protection is less extensive than it is for nonpunitive measures
 3. It provides commanders with a means for promoting positive behavior changes
 4. All NJP authority must be delegated by SECNAV
- 4-37. No officer may limit the Article 15 authority of a subordinate commander without the specific approval of what official?
1. CNO
 2. SECDEF
 3. SECNAV
 4. CHNAVPERS
- 4-38. May Reserve personnel recalled to active duty for imposition of NJP receive punishment involving restraint? If so, under what circumstances?
1. Yes; when the CO of the Reserve center approves the recall
 2. Yes; when SECNAV approves the recall
 3. Yes; when recalled to active duty for a period longer than the period of restraint
 4. No
- 4-39. At what time does a member's right to refuse the imposition of NJP terminate?
1. When he or she signs the report chit accepting mast
 2. When he or she signs the rights acknowledgement form before the mast
 3. When he or she appears before the CO
 4. Up until the punishment is announced
- 4-40. The term "minor offense" means misconduct not more serious than that usually handled at which of the following forums?
1. Summary court-martial
 2. Special court-martial
 3. General court-martial
- 4-41. Who makes the final determination as to whether or not an offense is considered minor?
1. Legal officer
 2. Senior resident, NCIS
 3. Executive officer
 4. Commanding officer
- 4-42. The Report and Disposition of Offense(s), NAVPERS Form 1626/7, should be processed in the manner prescribed on the form itself.
1. True
 2. False
- 4-43. The NAVPERS Form 1626/7 serves all EXCEPT which of the following functions?
1. Records premast restraint
 2. Serves as a preliminary inquiry report
 3. Records that appeal rights have been explained to the accused
 4. Includes all premast advice that must be given to the accused

- 4-44. In what order should witnesses be listed on the NAVPERS Form 1626/7?
1. Civilian witnesses and then military witnesses in order of seniority
 2. Military witnesses and then civilian witnesses in alphabetical order
 3. Military witnesses by seniority and then civilians
 4. Military and civilian witnesses in the order of involvement in the offense
- 4-45. If an accused refuses to sign the section of the NAVPERS Form 1626/7 that acknowledges the accusation(s) against him or her, what action should be taken?
1. Any of the witnesses listed on the form may sign attesting to that fact
 2. The person informing the accused of the accusations should sign attesting to that fact
 3. The accused should be given a direct order to sign the form
 4. The form is forwarded without the accused's signature
- 4-46. What appendix of the JAGMAN illustrates the notification and election of rights that should be used when an accused is embarked in a vessel?
1. A-1-a
 2. A-1-b
 3. A-1-c
 4. A-1-d
- 4-47. The XO may screen a case by holding an informal hearing or may impose punishment after reviewing the report chit and the record of the accused.
1. True
 2. False
- 4-48. The results of NJP may be published in the plan of the day not later than how many months after the imposition of NJP?
1. 1
 2. 2
 3. 3
 4. 6
- 4-49. Which of the following actions may be taken by a CO at mast?
1. Referral to an Article 32 pretrial investigation
 2. Dismiss the case with a warning
 3. Postpone the action pending further investigation
 4. Each of the above
- 4-50. Regardless of the rank of an OIC, his or her NJP power is limited to that of a CO in what range of paygrades?
1. W1 to O2
 2. O1 to O2 only
 3. O2 to O3 only
 4. O1 to O3
- 4-51. Which of the following NJP punishments may be awarded to an E-3 enlisted accused by an OIC?
1. Correctional custody for 14 days
 2. Correctional custody for 7 days
 3. Restriction for 15 days
 4. Forfeiture of one-half of 1 month's pay for 1 month
- 4-52. What is the maximum number of specific punishments that may be imposed at mast?
1. Five
 2. Six
 3. Seven
 4. Eight
- 4-53. Procedures for issuing punitive letters may be found in which of the following publications?
1. MCM
 2. JAGMAN
 3. MILPERSMAN
 4. U.S. Navy Regulations, 1990

4-54. Which of the following statements is correct concerning extra duties?

1. Guard duty may not be assigned as extra duty
2. Extra duties cannot be demeaning to the accused's rank or position
3. Extra duties should not extend beyond 2 hours per day
4. Each of the above

4-55. An appeal to NJP must be submitted in writing within how many days of the imposition of NJP?

1. 5
2. 7
3. 10
4. 14

4-56. Which of the following types of NJP hearings should be entered in the unit punishment book?

1. NJP hearings that refer cases to court-martial only
2. NJP hearings that impose punishment that affect pay only
3. NJP hearings that impose punishment only
4. All NJP hearings

ASSIGNMENT 5

Textbook Assignment: "Legal," chapter 9, continued, pages 9-16 through 9-23; "Awards," chapter 10, pages 10-1 through 10-3; "Officer Distribution Control Report (ODCR)," chapter 11, pages 11-1 through 11-5; "Officer Service Records," chapter 12, pages 12-1 through 12-4; "Travel, Leave Procedures, and Pay and Allowances," chapter 13, pages 13-1 through 13-7; "Technical Administration," chapter 14, pages 14-1 and 14-2.

- | | |
|---|--|
| <p>5-1. The regulations that govern administrative investigations (fact-finding bodies) are found in what publication?</p> <ol style="list-style-type: none">1. MCM2. SORM3. JAGMAN4. MILPERSMAN | <p>5-5. At the minimum, a fact-finding body required to conduct a hearing consists of how many commissioned officers?</p> <ol style="list-style-type: none">1. One2. Two3. Three4. Four |
| <p>5-2. An administrative fact-finding body searches out, develops, assembles, analyzes, and records all available information about the matter under investigation.</p> <ol style="list-style-type: none">1. True2. False | <p>5-6. Which of the following investigations is normally composed of a single investigator who obtains statements, rather than taking testimony?</p> <ol style="list-style-type: none">1. Fact-finding body2. Court of inquiry3. Fact-finding body required to conduct a hearing4. Fact-finding body not required to conduct a hearing |
| <p>5-3. A court of inquiry consists of at least how many commissioned officers?</p> <ol style="list-style-type: none">1. One2. Two3. Three4. Four | <p>5-7. A fact-finding body must be convened in which of the following death cases?</p> <ol style="list-style-type: none">1. When a U.S. Navy member, while on active duty, dies from other than a previously known medical condition2. When civilians or other nonnaval personnel are found dead on a naval installation under peculiar circumstances3. When death or permanent disability occurs in which the adequacy of medical care is reasonably in issue4. Each of the above |
| <p>5-4. Which of the following types of investigations take all testimony under oath and record all proceedings verbatim?</p> <ol style="list-style-type: none">1. Fact-finding bodies2. Courts of inquiry3. Fact-finding bodies not required to conduct a hearing4. Fact-finding bodies required to conduct a hearing | |

- 5-8. A report to the Judge Advocate General is not required when death occurs as a result of which of the following actions?
1. Suicide
 2. Death by enemy action
 3. Death by natural causes
 4. Death by accidental causes
- 5-9. Progress reports are required on all death investigations from all command and reviewing activities every
1. 5 days
 2. 7 days
 3. 10 days
 4. 14 days
- 5-10. The next of kin may request copies of the death investigation from what code of the JAG office?
1. Code 31
 2. Code 32
 3. Code 33
 4. Code 34
- 5-11. Additional instruction and guidance on safety investigations can be found in which of the following directives?
1. OPNAVINST 5100.14
 2. OPNAVINST 5100.12
 3. OPNAVINST 3750.6
 4. OPNAVINST 5112.6
- 5-12. Which, if any, of the following personnel may order an investigation not requiring a hearing?
1. Executive officer, acting
 2. Aide to a flag officer
 3. Any officer in command
 4. None of the above
- 5-13. An appointing order should be in which of the following forms?
1. Official letter only
 2. Official letter addressed to the JAG
 3. Official letter addressed to the IO
 4. Official letter addressed to the department head
- 5-14. What must be provided if a service member is asked to provide his or her social security number for an investigation?
1. Privacy act statement
 2. Formal request from JAG
 3. Formal request from the IO
 4. Formal request from the CA
- 5-15. The appointing order directs the completion of the IO's report within how many days?
1. 14
 2. 21
 3. 30
 4. 45
- 5-16. Of the following items, which one should NOT be included in a preliminary statement?
1. Nature of the investigation
 2. Difficulties encountered
 3. Failure to advise individuals of their rights
 4. Synopsis of facts, recommendations, or opinions
- 5-17. What is the first enclosure to an investigative report?
1. Opinions
 2. Recommendations
 3. Findings of fact
 4. Signed written appointing order
- 5-18. Upon completion of an investigation, the IO should submit his/her investigation to whom?
1. CA
 2. JAG
 3. TYCOM
 4. OPNAV

- 5-19. Award recommendations are prepared using which of the following instructions?
1. OPNAVINST 1560.1
 2. OPNAVINST 1650.1
 3. SECNAVINST 1560.1
 4. SECNAVINST 1650.1
- 5-20. Awards recognizing specific acts should be given within 60 days after the act occurred.
1. True
 2. False
- 5-21. The quota system for issuing Navy Achievement Medals at a command is based on the total number of which of the following factors?
1. Billets authorized
 2. Officer personnel only
 3. Enlisted personnel only
 4. Enlisted and officer personnel
- 5-22. An award recommendation should be prepared on which of the following OPNAV forms?
1. 1650/2
 2. 1650/3
 3. 1650/4
 4. 1650/5
- 5-23. A proposed, non-combat citation is limited to a total of how many typewritten lines?
1. 20
 2. 22
 3. 24
 4. 25
- 5-24. The normal processing time for an award recommendation should be what maximum number of days?
1. 15
 2. 30
 3. 60
 4. 120
- 5-25. What is the intent behind letters of appreciation and commendation?
1. To promote morale
 2. To promote harmony
 3. To reward individuals only
 4. To accelerate advancement only
- 5-26. Information pertaining to the Officer Distribution Control Report (ODCR) is contained in which of the following instructions?
1. BUPERSINST 1301.1
 2. BUPERSINST 1401.2
 3. NAVMILPERSCOMINST 1401.1
 4. NAVMILPERSCOMINST 1301.2
- 5-27. An ODCR is prepared for each naval command by which of the following activities?
1. EPMAC
 2. MAPTIS
 3. NAVFINCEN
 4. NAVMILPERSCOM
- 5-28. How often is the ODCR prepared?
1. Monthly
 2. Quarterly
 3. Semiannually
 4. Annually
- 5-29. When pen changes to an ODCR are made, in what part of the report should you place the date the correction was made?
1. Left margin
 2. Right margin
 3. Over the corrected data
 4. Under the corrected data
- 5-30. A description of an officer's primary duties can be found in what data element of an ODCR?
1. Desk code
 2. Billet title
 3. Activity mission code
 4. Billet phase indicator

- 5-31. The security code data element on an officer's ODCR consists of a five-position code divided into two lines.
1. True
 2. False
- 5-32. An officer's name should not exceed a total of how many characters on an ODCR, including spaces?
1. 20
 2. 21
 3. 22
 4. 23
- 5-33. What data element of an ODCR is indicated by an asterisk following the officer's name?
1. PAD
 2. OSAM
 3. DESIG
 4. ASSED/SSSED
- 5-34. Which data element of an ODCR reflects an officer's current operational flying status?
1. MOF
 2. ACD
 3. ABI
 4. AUG
- 5-35. The permanent officer record in microfiche format is maintained by which of the following activities?
1. BUPERS
 2. NAVPERS
 3. CHNAVPERS
 4. COMNAVCRUITCOM
- 5-36. Officer records are held in microfiche format in up to six categories. What fiche number (a) contains personal data, and (b) what fiche number contains privileged information?
1. (a) 2 (b) 4
 2. (a) 3 (b) 4
 3. (a) 2 (b) 5
 4. (a) 3 (b) 5
- 5-37. Information rightfully placed in the official record of an officer may not be removed except by which of the following authorities?
1. OPNAV
 2. BUPERS
 3. SECNAV
 4. CHNAVPERS
- 5-38. The acceptance and oath of office is filed on the right side of an officer's service record.
1. True
 2. False
- 5-39. The certificate of personnel security investigation, clearance and access is filed on the left side of an officer's service record.
1. True
 2. False
- 5-40. When at sea, what office usually maintains an officer's service record?
1. Personnel office
 2. Captain's office
 3. Department office
 4. Administrative office
- 5-41. What authority contains detailed information on officer service records?
1. SORM
 2. SDSPROMAN
 3. MILPERSMAN
 4. OFFTRANSMAN
- 5-42. When an individual travels to a command or geographical area that is not the individual's permanent duty station, what official Navy acronym should be used?
1. TEMDUINS
 2. TEMADD
 3. TAD
 4. TDY

- 5-43. What NAVPERS form is used to prepare TEMADD travel orders?
1. 1320/12
 2. 1320/14
 3. 1320/16
 4. 1320/18
- 5-44. The complete accounting classification code and the standard document number and its construction can be found in which of the following manuals?
1. SDSPROMAN
 2. MILPERSMAN
 3. OFFTRANSMAN
 4. ENLTRANSMAN
- 5-45. Which of the following DD forms is used to liquidate a travel claim?
1. 1351-1
 2. 1351-2
 3. 1351-3
 4. 1351-4
- 5-46. Entries for mode of travel and reason for stops can be found in what block(s) on the reverse side of a travel voucher?
1. Block 25a
 2. Block 25b
 3. Both 1 and 2 above
 4. Block 25c
- 5-47. All members of the Navy should be encouraged to use their full leave entitlement each year.
1. True
 2. False
- 5-48. For which of the following time periods are members NOT authorized to earn leave?
1. Active duty for less than 30 days
 2. Active duty for training, with pay, for less than 30 days
 3. Lost time
 4. Each of the above
- 5-49. Navy members are advised of their leave balance each month by which of the following methods?
1. Memoranda prepared by command personnel officers
 2. Memoranda prepared by command disbursing officers
 3. Leave and earnings statements prepared by the Navy Finance Center
 4. Leave lists prepared by COMNAVMILPERSCOM
- 5-50. Of the following types of leave, which one is NOT charged against a member's leave entitlement?
1. Earned
 2. Advance
 3. Emergency
 4. Convalescent
- 5-51. Ordinary leave is requested and authorized on which of the following forms?
1. NAVCOMPT Form 3065
 2. NAVCOMPT Form 3067
 3. DD Form 1624
 4. DD Form 398
- 5-52. Which of the following MILPERSMAN articles gives detailed procedures for personnel to follow when they request, depart on, and return from leave?
1. 3020100
 2. 3020200
 3. 3020300
 4. 3020400
- 5-53. Military pay is broken down into a total of three parts. What are they?
1. Basic, travel, and combat
 2. Basic, incentive, and travel
 3. Basic, special, and incentive
 4. Basic, combat, and proficiency

- 5-54. What term identifies an amount of money paid to a member to provide for food, quarters, or services when they are not provided by the Navy?
1. Allowance
 2. Incentive
 3. Special pay
 4. Miscellaneous pay
- 5-55. Expenses incurred as a result of temporary or permanent moves may fall into which of the following categories?
1. Miscellaneous
 2. Transportation
 3. Lodging and food
 4. Each of the above
- 5-56. Your supervisor may ask you to prepare which of the following documents in a "rough" form?
1. Inspection results
 2. School quota requests
 3. Welcome aboard letters
 4. Each of the above
- 5-57. Which of the following is the only authority that should be used in the preparation of officer fitness reports?
1. NAVMILPERSMAN
 2. Navy Regulations
 3. BUPERSINST 1611.17
 4. BUPERSINST 1616.9
- 5-58. Officer fitness reports form a primary basis for selecting officers for advanced training, duty assignment, promotion, and command.
1. True
 2. False
- 5-59. Reporting seniors should retain copies of FITREPs for at least how many years?
1. 5
 2. 2
 3. 3
 4. 4
- 5-60. Which of the following is the only authority that should be used in the preparation of enlisted evaluations?
1. BUPERSINST 1611.17
 2. BUPERSINST 1616.9
 3. Navy Regulations
 4. NAVMILPERSMAN
- 5-61. Which of the following statements is true regarding routine office machine maintenance?
1. Know how to give routine care to any machine you operate
 2. Acquaint yourself with equipment instruction manuals
 3. Understand other kinds of local maintenance policy
 4. Each of the above

COURSE COMPLETION/DISENROLLMENT FORM
(Refer to instructions in front of course)

PLEASE PRINT CLEARLY

YEOMAN 3 & 2	82613
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NONRESIDENT TRAINING COURSE (NRTC)

NAVEDTRA NUMBER

--	--

NAME, RANK, RATE, CIVILIAN

SSN

IF YOUR COURSE WAS ADMINISTERED BY NETPMSA, YOU MUST SUBMIT THIS FORM TO THE ADDRESS BELOW. IF YOUR COURSE WAS ADMINISTERED BY AN ACTIVE DUTY COMMAND OR NAVAL RESERVE CENTER, DO NOT SUBMIT THIS FORM TO NETPMSA.

☐ COURSE COMPLETION (Date _____)

YOU SHOULD RETAIN THE TRAINING MANUAL AND THE ASSIGNMENT BOOKLET IF THEY ARE NOT CLASSIFIED. If CLASSIFIED, submit the material to your command for proper disposition of CLASSIFIED material. A letter of satisfactory completion will be issued to you after your last assignment is received and processed. This form should be included when you send in the last assignment. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

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(Did not complete the course)

In the event of disenrollment, submit this form to the address below with any unused ADP answer sheets. You need not return any other course material. If the course material is CLASSIFIED, you must submit the material to your command for proper disposition of CLASSIFIED material. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

☐ OTHER REASON (Specify) :

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

COMMANDING OFFICER NETPMSA CODE 036 6490 SAUFLEY FIELD RD PENSACOLA FL 32559-5000
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STUDENT COMMENT SHEET

THIS FORM MAY BE USED TO SUGGEST IMPROVEMENTS, REPORT COURSE ERRORS, OR TO REQUEST HELP IF YOU HAVE DIFFICULTY COMPLETING THE COURSE.

Date _____

FROM:

SSN _____

NAME (Last, first, M.I.)
RANK, RATE, CIVILIAN

STREET ADDRESS, APT #

ZIP CODE _____

CITY, STATE

To: COMMANDING OFFICER
NETPMSA CODE 0313
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237

Subj: YEOMAN 3 & 2, NAVEDTRA 82613

1. The following comments are hereby submitted:

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

NETPMSA 1550/41 (Rev. 2-93)

. (Fold along dotted line and staple or tape)

. (Fold along dotted line and staple or tape)

DEPARTMENT OF THE NAVY

**COMMANDING OFFICER
NETPMSA CODE 0313
6490 SAUFMY FIELD RD
PENSACOLA, FL 32509-5237**

OFFICIAL BUSINESS

**COMMANDING OFFICER
NETPMSA CODE 0313
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237**

PRINT OR TYPE

TITLE _____ WAVEDTRA _____

NAME _____ ADDRESS _____
Last First Middle Street/Ship/Unit/Division, etc.

RANK/RATE _____ SOC. SEC. NO. _____ City or PPO _____ State _____ Zip _____
DESIGNATOR _____ ASSIGNMENT NO. _____

☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) _____ DATE MAILED _____

SCORE

1	2	3	4		1	2	3	4		1	2	3	4				
T	P				T	P				T	P						
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	56	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	57	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	58	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	59	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	61	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	63	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	64	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	65	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	44	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	69	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	46	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	47	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	72	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	73	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	74	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

